

OFM Training

INTERNET FISCAL NOTE SYSTEM

Course Description: This class provides an overview of the fiscal note process and hands-on practice in using the Internet Fiscal Note system to prepare, submit, and track fiscal notes.

Target Group: Agency staff who prepare fiscal notes and those who will be training other users within the agency. This class is designed for new users of the system.

Course Objectives: At the conclusion of this course, class participants should be able to:

- Understand the Fiscal Note process and OFM's guidelines for preparing fiscal notes.
- Use the fiscal note system to:
 - Prepare fiscal notes.
 - Modify fiscal notes.
 - Copy information from other source documents to fiscal notes in the system.
 - Attach documents to fiscal notes.
 - Monitor the status of fiscal notes.
 - Use the fiscal note search feature
 - Release fiscal notes to OFM